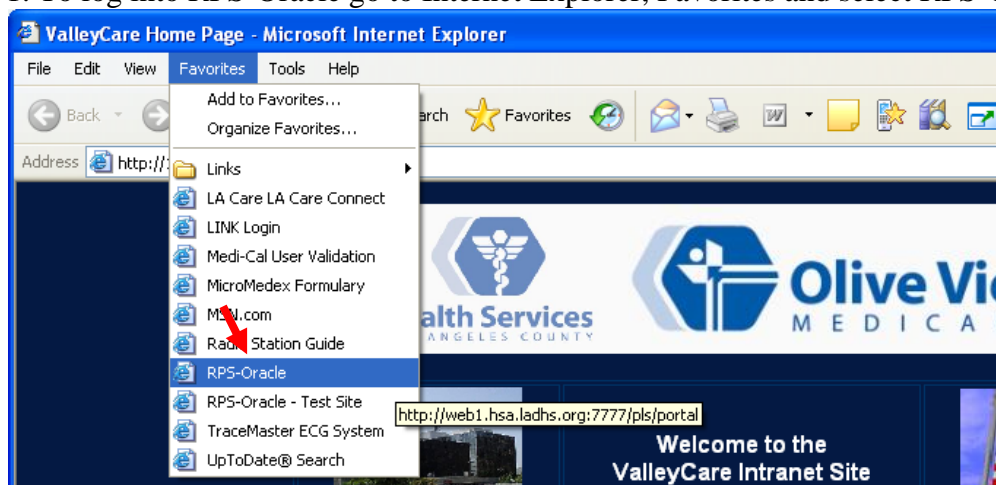### RPS-Oracle: Referral Creator Procedures

Before beginning, please give any documentation that is not accessible by Affinity to a nurse for scanning that needs to be attached to the referral.

1. To log into RPS-Oracle go to Internet Explorer, Favorites and select RPS-Oracle.

2. Login to RPS with the User Name and Password given to you.

3. Click on "Referral Initation".

4. Before you create a referral, look up the patient to see if a referral has already been created. Click on "Search for Referral".

5. Type in patients date of birth and hit <Enter> to begin Search, you do not have to put both To and From.

6. To select a patient to review, click on "Referral ID". If referral request does not match, proceed to create a referral. Close windows to proceed.

7. Click on "Create a New Referral" to begin.

8. Click on "Lookup PATIENT DATA" to fill in patient Demographics. If you begin filling the information before you select Lookup, all the information will be lost.
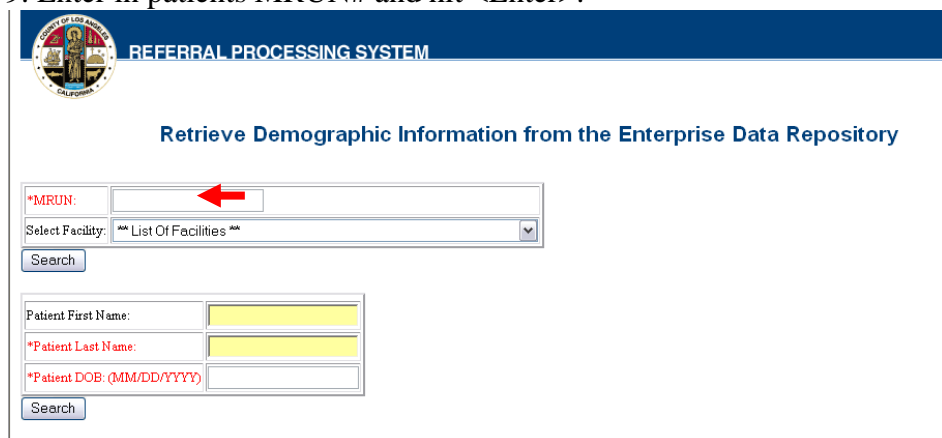
9. Enter in patients MRUN# and hit <Enter>.
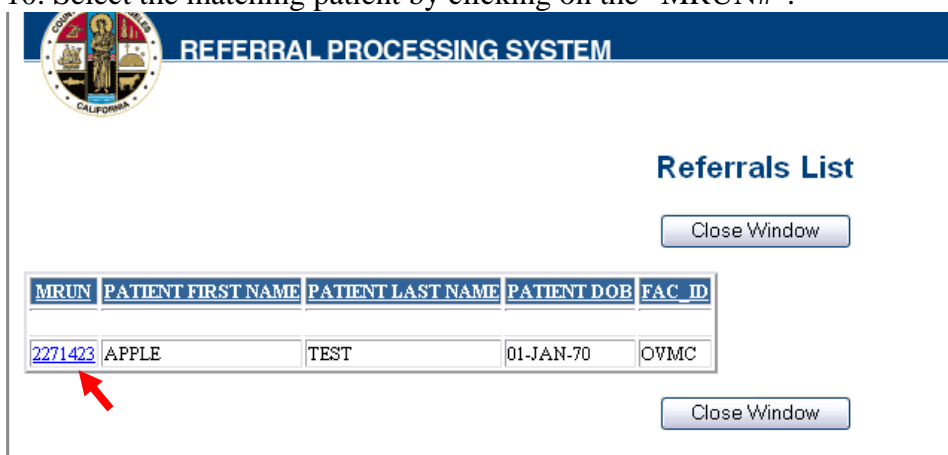
10. Select the matching patient by clicking on the "MRUN#".
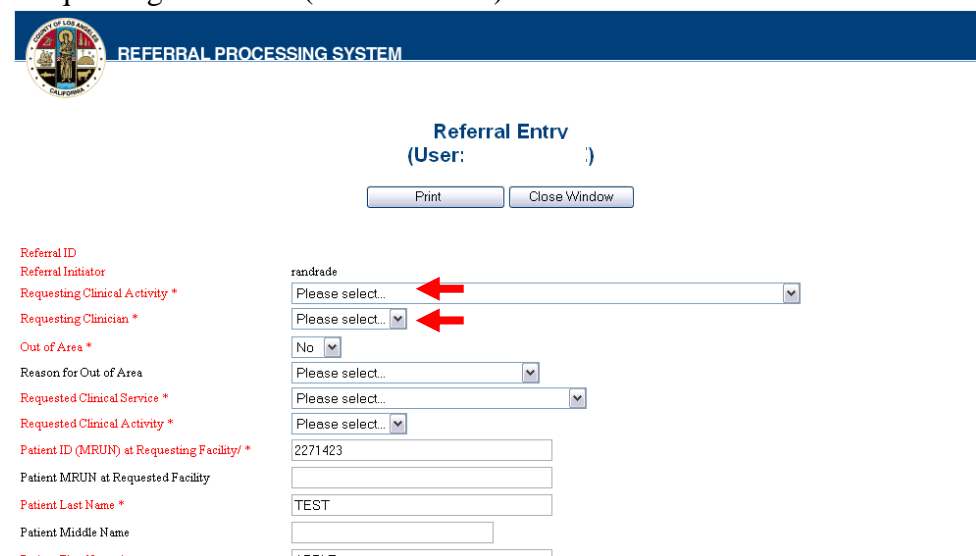
11. Patient demographics are filled in. Select "Requesting Clinical Activity"(from clinic) and "Requesting Clinician"(from clinician).

12. Select "Requested Clinical Service"(to clinic) and "Requested Clinical Activity"(to specialty). Please refer to attached list of specialty clinics that are currently not available on-line (page 6).

13. Review that all fields in "Red" are completed.

14. If labs are prerequisites for specialty, please note that labs are in Affinity. Please review before submitting. Click on "Submit" if completed. If you are waiting for results, you can click "Save" to submit at a later time.

Attach A Scanned Document To A Referral

15. Load document information face down and pages up-side-down. Please note if the indicator light is blinking, the scanner is warming up and will take 30 seconds. Wait for a steady light before proceeding.
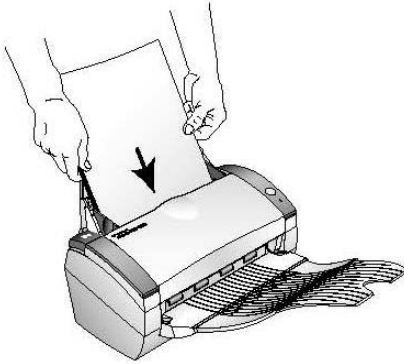
Press the button on the scanner.
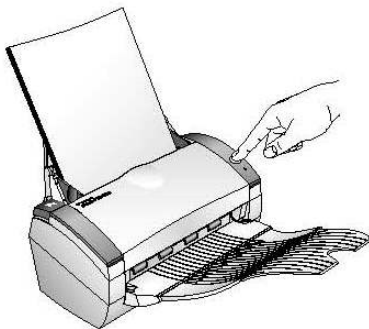
16. The PaperPort Application will open. Rename file to match MRUN# of the patient. Close the application and look for a folder on the desktop called "Scanned Files". This is where the scanned files are stored.
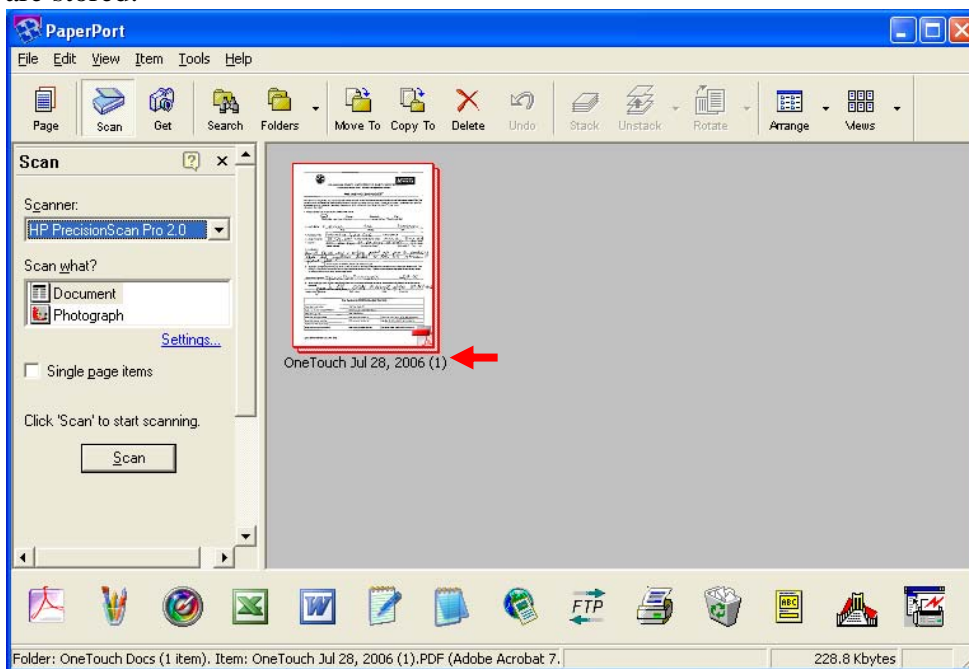
17. After submitting the referral you are given a confirmation number. Please note this number in the

patient medical notes for future reference.

18. If you wish to attach information to the referral, proceed to the bottom of the page. The documents given to the nurse would be scanned and the file will be named with the MRUN#. Type a Description for the attached file. Click on "Browse" to the attach File.

Retrieving Lab Results from Affinity
19. Login to Affinity. Enter into Enhanced Result Acess(ERAC).
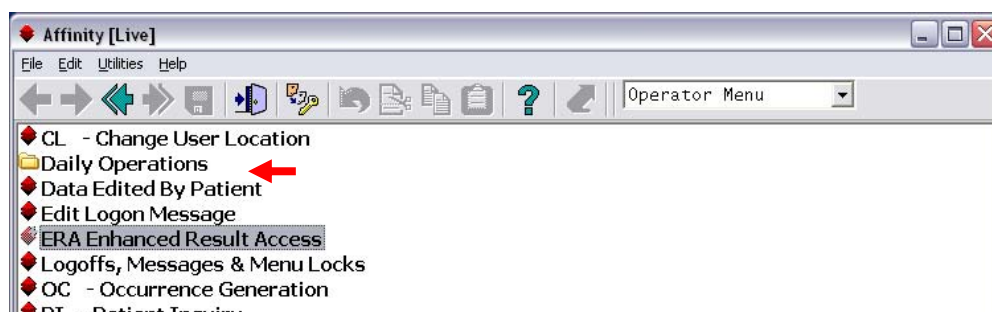
20. Enter in patient name(last name, first name) and press <Enter>or MRUN# and press <F6>.
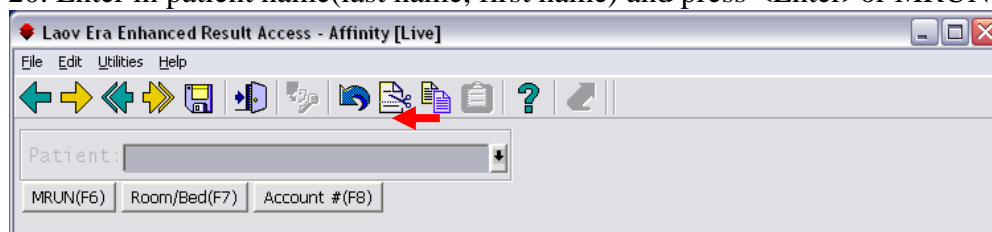
21. Click once on one item within the column of results to print all items. For example, I will click on "H 17.0" to print all items in that column.

22. The item selected includes all items in the column. Click "Close" to create a result file.

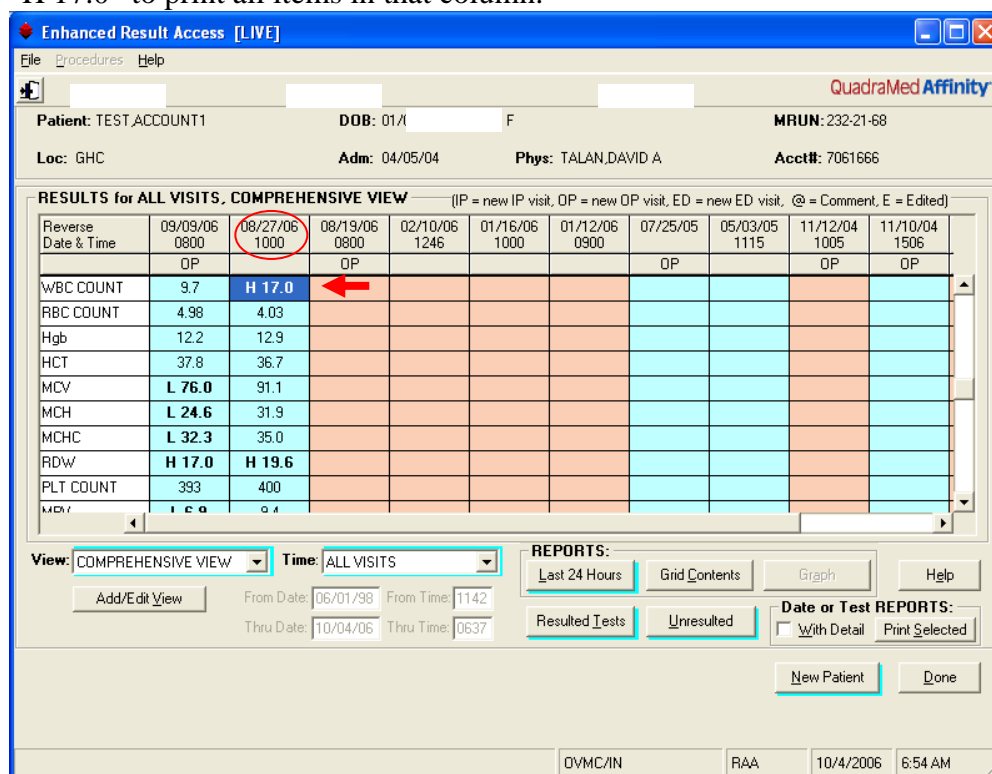23. Type Y and press <Enter> or click "Yes".

24. Press <F9> to create result file.

25. Press <Tab> to move cursor to highlight "File Name" in blue. Press <Backspace> one time to delete "Download.txt". Type in the c:\(MRUN#).txt, for example, "c:\5555555.txt" then press <Enter>.

26. Click "Done" to exit.

27. Click "Yes" to exit.

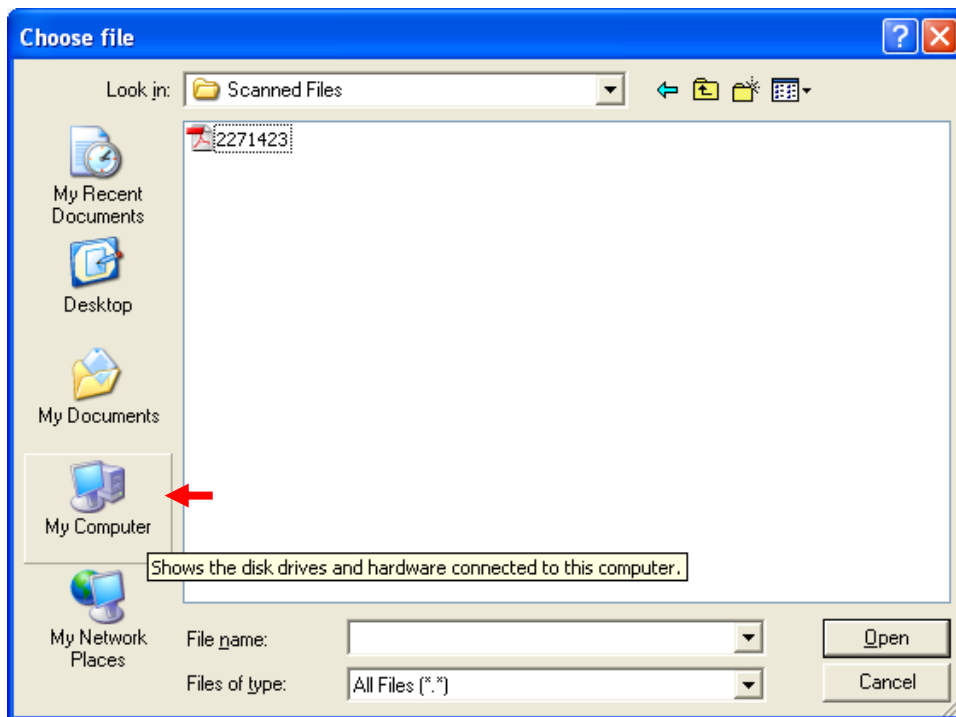Attaching Lab Results to the Referral
28. Return to the referral created. Scroll to the bottom of the referral, look for Attachments. Type a description of the file you are
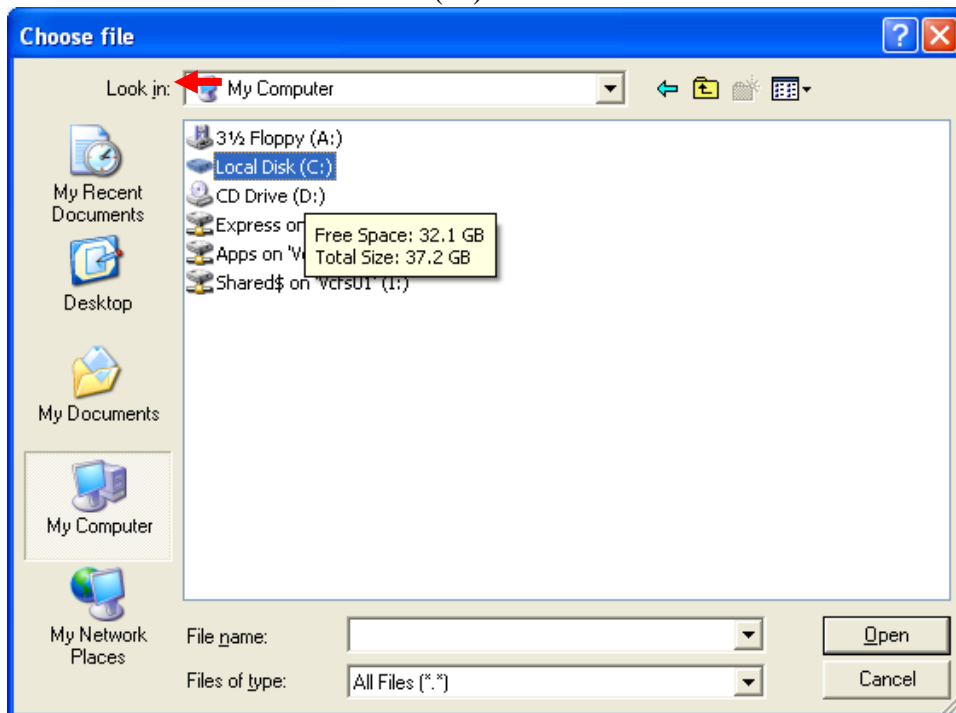   attaching. For example, type "Lab Results" on the "Description" field. Click "Browse".
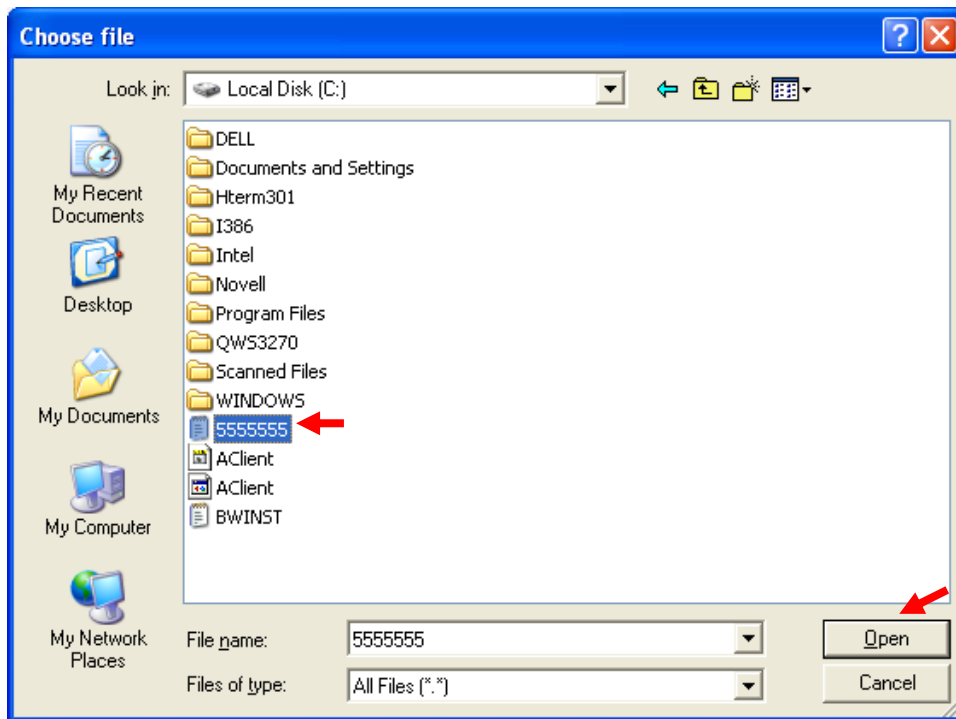

29. Click on "my Computer".

30. Double-click on "Local Disk (C:)".

31. Click on the file with the matching MRUN and click "Open".

32. Displayed is the attached lab result to the referral.
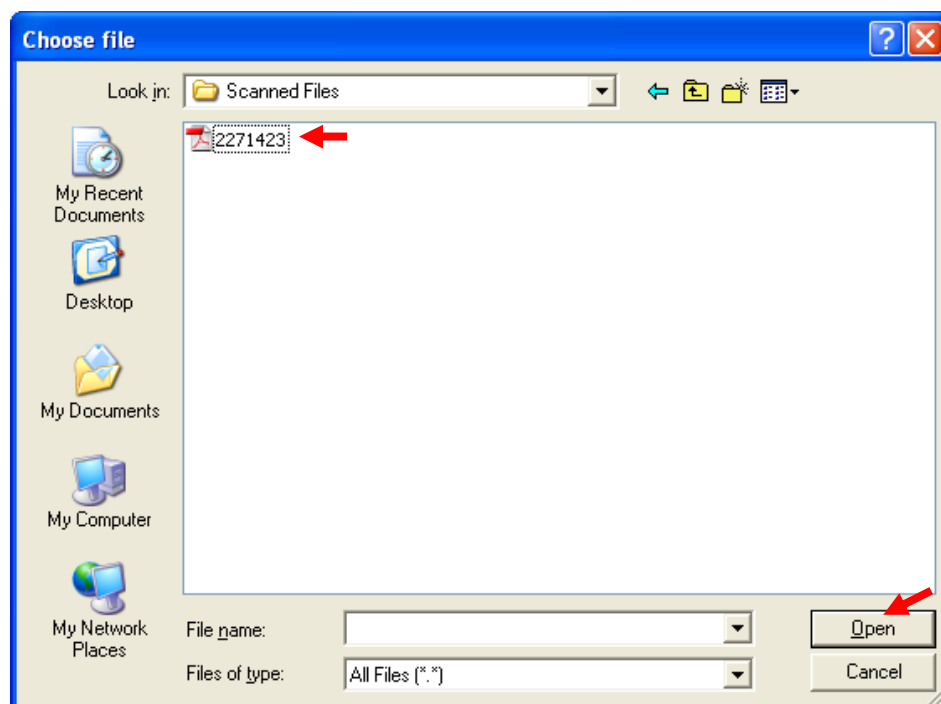

33. Change the location to search for the file. Click on "Desktop".
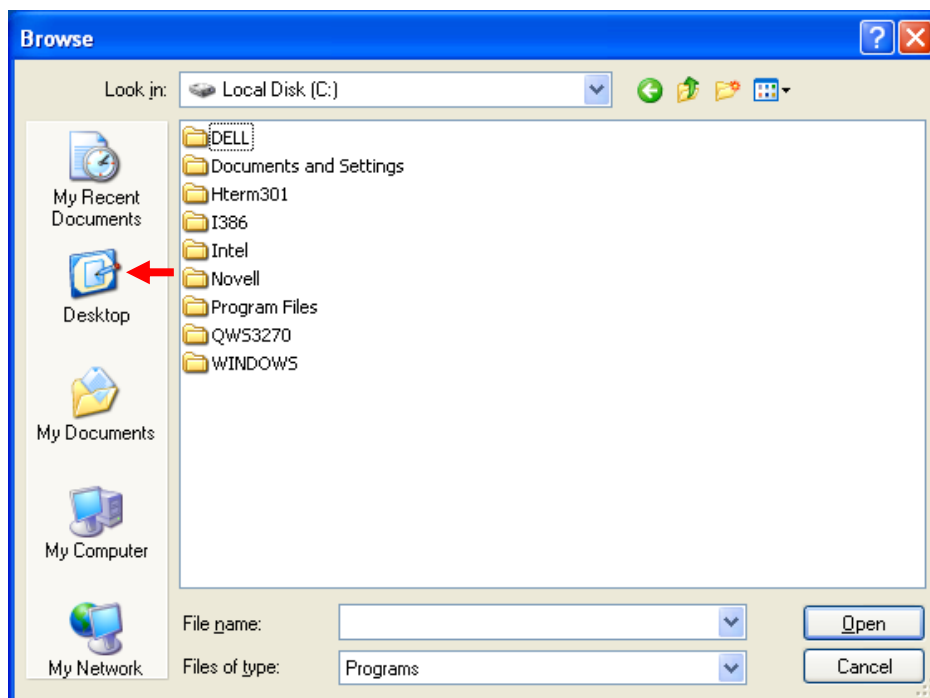
34. Click on the folder "Scanned Files". In this folder you will find the scanned files by MRUN#.
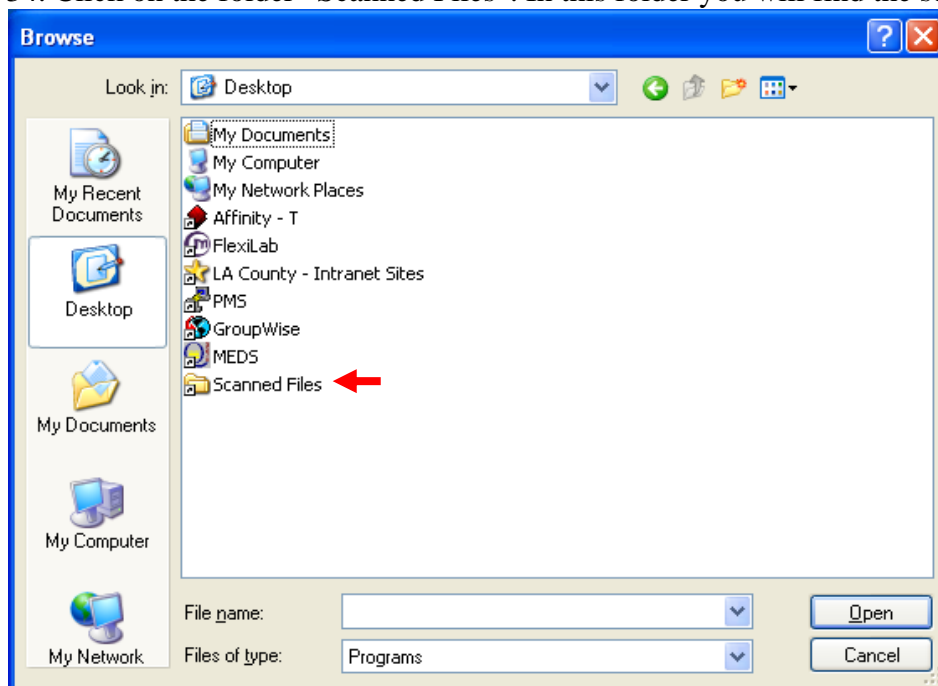
35. Click on the file with the matching MRUN and click "Open".

36. Click on "Upload File" to attach to referral.

37. Example below shows an attached file to the referral. You can click on the description to view the attachment. Click "Close Windows" to complete referral process.

Review Items Requiring Your Action
38. Click on the referral to process, the status indicates what action is requested.

39. Items that have been resolved will be removed from the list. If the items you processed are not removed, click on the "Refresh" button as shown.

Cancel Referrals You Created
40. To cancel a referral, click on "Referrals I created which I can Cancel".

41. What is displayed are all referrals created that can be cancelled.

42. To find the referral to cancel, click Edit, Find.
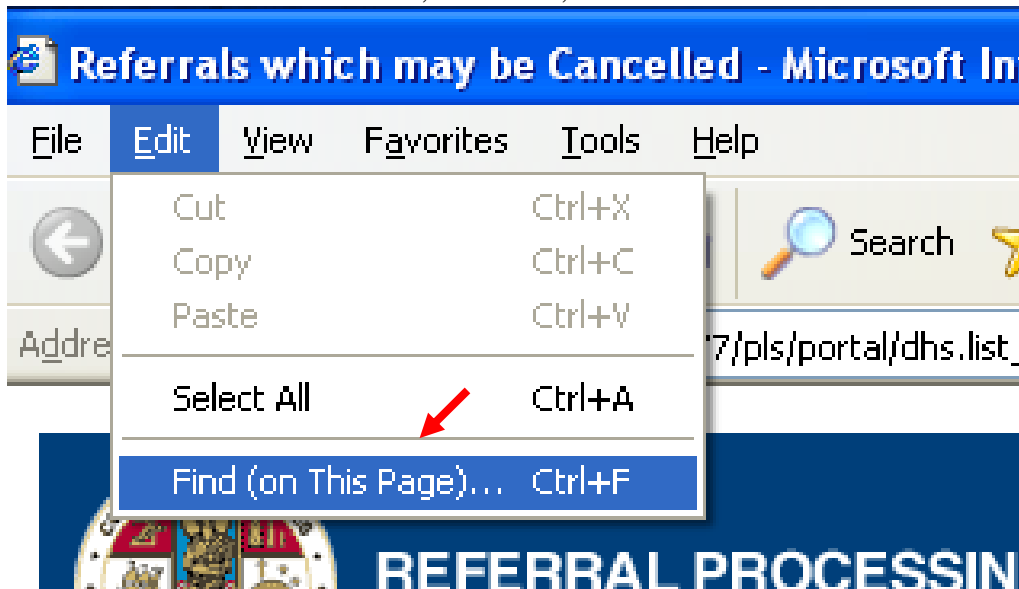
43. Type in the referral ID and hit <ENTER>. The item will be highlighted in blue. Select the referral with the matching ID#.
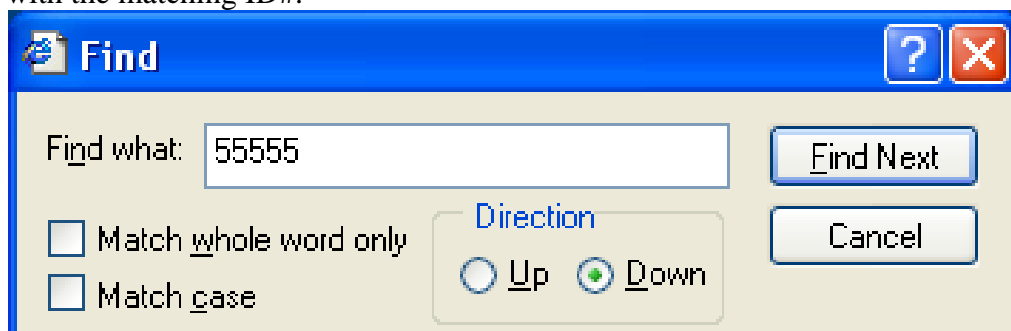
44. Scroll to the bottom of the page. Select a Cancel Reason and specify the reason for cancelling the referral. Once you click Cancel. It will take you to the main menu.

45. If you are done for the day, close any open windows and please log out.

Thank you for your time and patience. Have a nice day.